

# Health and Safety Policy

Reviewer: DL/JC/CM May 2021  
HSRM Committee: June 2021  
Approved by Governors: June 2021  
Next review by: June 2022



## **Health and Safety Statement**

The Godolphin and Latymer School is committed to ensuring, so far as is reasonably practicable, the health and safety of all staff, pupils and visitors to the School. In doing so, the School will comply with the Health and Safety at Work Act 1974 (the "Act"), and regulations made under the Act, and will have regard to DfE non-statutory advice Health and Safety: Responsibilities and duties for Schools (2018).

The Godolphin and Latymer School is committed to:

- providing a safe and healthy working and learning environment;
- preventing accidents and work-related ill health;
- providing appropriate information, instruction, training and supervision;
- ensuring that work equipment and systems of work are safe;
- ensuring safe access to and from the premises and that emergency evacuation plans are in place and understood;
- ensuring that there are adequate welfare and first aid facilities;
- identifying possible hazards, assessing risks and putting in place measures to control them;
- consulting with employees and their representatives on health and safety matters;
- keeping the Health and Safety Policy and all related policies and procedures under review and monitoring their effectiveness; and
- ensuring that adequate resources are available to fulfil health and safety responsibilities and support best practice, as far as reasonably practical.

The School will put in place Health and Safety policies and procedures and expects all staff and pupils to comply with these and contribute, individually and collectively, to a safe working and learning environment.

**This Health and Safety Statement was approved by the Chair of Governors at a meeting of the Health, Safety and Risk Management Committee on 16 June 2021.**

## **Health and Safety Policy**

### **1. Introduction**

- 1.1. The Godolphin and Latymer School is committed to ensuring, so far as is reasonably practicable, the health and safety of all staff, pupils and visitors to the School. This policy requires the full cooperation of all staff in promoting a safe and healthy environment in which to work.
- 1.2. The Godolphin and Latymer School Foundation (the School's Governing Body) bears ultimate responsibility for health and safety at the School. The Governors have delegated operational responsibility to the Head who has further delegated responsibility for implementation and management of safety matters to the Bursar. The Bursar delegates further in accordance with the arrangements detailed in this Health and Safety Policy.
- 1.3. The School's Health and Safety Committee (see below) will review this policy annually or more frequently if required. The policy will be reviewed and ratified by Governors' Health, Safety and Risk Management Committee and the full board of Governors on an annual basis.

### **2. Management and Supervision**

- 2.1. All those with responsibility for the management or supervision of staff (including Heads of Department and Line Managers) will promote positive attitudes towards health and safety and will, within their department or area of responsibility:
  - ensure that all new staff receive an induction in health and safety matters appropriate to their duties including accident reporting, emergency procedures, risk assessment, fire precautions, the Health and Safety at Work Rules and the location of the Medical Centre and first aid kits;
  - ensure that all staff are familiar with the School's Health and Safety Policy, Health and Safety at Work Rules and other policies and procedures relevant to their role;
  - co-operate with and participate in the investigation of all accidents and conduct assessments and inspections;
  - ensure the maintenance of good housekeeping standards;
  - review the suitability and safe operation of work equipment;
  - check work methods and practices to ensure safe systems of work;
  - ensure that risk assessments are carried out within their departments as required in accordance with the Risk Assessment Policy (see also below).
- 2.2. The Premises Manager is responsible for:
  - compliance with health and safety regulations regarding the condition of buildings and equipment; boiler houses and plant rooms; and mechanical, electrical, water and other services;
  - arranging, and keeping records of, maintenance checks of buildings, services and equipment, premises risk assessments, statutory and non-statutory inspections, and other health and safety checks and assessments.;
  - ensuring compliance with fire safety regulations, including regular review and

ongoing implementation of the fire risk assessment;

- compliance with the Display Screen Equipment Regulations and assessment of users' workstations;
- management of the Premises Team and contractors (see below); and
- ensuring that the Health and Safety Law poster is displayed in the following areas: the Staff Room, the Brooke Building, the Peripatetic Music Staff Room, the Reprographics department, the Design Technology department, the Premises Assistant's Office, Security, the Catering Manager's Office, the Sports Hall and the kitchen.

2.3. It is the responsibility of the Assistant Bursar (Compliance) to advise on and monitor the implementation of health and safety procedures and to organise regular health and safety inspections.

### **3. All Staff**

3.1. All staff have individual obligations to act responsibly and observe health and safety rules wherever applicable to them or to matters within their control. Staff must:

- observe this policy and the Health and Safety at Work Rules set out in the Employment Handbook;
- adhere to any safe working procedures notified to them, including using protective clothing and equipment as provided;
- report, and cooperate in the investigation of, accidents or near misses on site;
- ensure the safety and welfare of pupils in accordance with the School's Safeguarding (Child Protection) Policy and other related policies and procedures.

3.2. Any member of staff who would like further guidance on the contents of this Policy, who wishes to raise a concern or wishes to suggest an alternative course of action, may do so by contacting the Chair(s) of the Health and Safety Committee (see the end of this Policy for details).

3.3. All School policies and procedures referred to in this document are available to staff in the Policies folder in Google Drive.

3.4. The School may apply disciplinary sanctions to any member of staff who is in breach of the School's Health and Safety Policy or associated procedures. This includes the Health and Safety at Work Rules and any specific safe systems of work, instructions, policies, training and procedures of which they have been notified.

### **4. Health and Safety Committee**

4.1. The Head liaises with the Bursar to appoint the Health and Safety Committee, which will generally include the Heads of the higher risk departments within the School. The Head has delegated responsibility for the chairmanship of the Health and Safety Committee to the Assistant Bursar (Compliance) and Senior Teacher.

4.2. Members of the Health and Safety Committee have no executive authority beyond that attached to their normal duties.

4.3. The Health and Safety Committee will:

- consider legislation, reports and information in order to determine necessary action;
- review this policy on an annual basis;
- monitor the effectiveness of procedures, systems of work, training and communication;
- consider aspects of the School's operations which could have health and safety implications for staff, pupils and/or visitors;
- review health and safety audits, inspections and assessments; and
- make recommendations to the Head.

4.4. Members of the committee are listed at the end of this policy. The committee will meet at least once every term. The meetings are minuted and available to all staff (in the Health and Safety shared drive) and also to the Governors' Health, Safety and Risk Management Committee.

## **5. Security**

5.1. The School's Security Policy sets out the measures that will be adopted to ensure, so far as is reasonably practicable, that staff, pupils, visitors and contractors are protected from security risks.

5.2. Procedures and arrangements for the security of the premises and occupants are also detailed in the School's Safeguarding (Child Protection) Policy and other related safeguarding or health and safety policies.

## **6. Maintenance of Buildings**

6.1. All staff must be made aware of procedures for ensuring the provision of adequate maintenance of their places of work and arrangements for urgent maintenance when it becomes necessary. Members of staff should use the schoolkeepers@godolphinandlatymer.com email facility to report matters requiring attention.

6.2. The Premises Manager must institute adequate procedures for the checking and maintenance of plant and equipment under his control.

6.3. The Premises Manager will ensure that any electrical equipment that has the potential to cause injury is maintained in a safe condition. The School's Electrical Safety (inc. PAT) Policy contains further details of how safety checks on electrical equipment are carried out.

6.4. The School acknowledges the health hazards arising from exposure to asbestos and will ensure that as far as reasonably practicable staff, pupils, visitors and contractors are protected from risk to their health due to exposure to any asbestos containing materials. Further advice and instruction for those involved in work with asbestos-containing materials is set out in the School's Asbestos Management Policy.

## **7. First Aid**

7.1. This section should be read in conjunction with the School's First Aid Policy.

7.2. First Aid kits are located in appropriate areas of the School and are clearly labelled with a white cross on a green background. The School Nurse is responsible for checking and

replenishing kits at the beginning of each term. It is the responsibility of all staff to acquaint themselves with their location. Appendix 1 lists the location of all First Aid Kits.

- 7.3. The School has two qualified School Nurses who together provide full time cover, based in the Medical Centre. The School Nurses will provide on the spot treatment for minor injuries and advise on the immediate supervision of serious accidents.
- 7.4. Members of staff are encouraged to qualify as First Aiders and from time to time training courses will be provided. A list of staff qualified in First Aid is held at Reception and published in the Staff Handbook and is updated every term or following a training session. Any member of staff wishing to become qualified in First Aid should notify the Senior Teacher responsible for Staff Development. First Aiders will need to revalidate their certificate of competence as required.

## **8. Reporting of Accidents**

- 8.1. Every accident which occurs in School **must** be reported. There is an online form for accident reporting available via the intranet and also a paper Accident Report book kept in the School Office. If the paper book is used, the report must be numbered sequentially and passed to the Bursar without delay
- 8.2. If a pupil suffers an accident the accident report should be made by the person supervising the lesson/activity at the time of the accident, even if they were not aware of it at the time. The pupil, or the Medical Centre if the pupil is incapacitated, should pass on the details to the member of staff in charge who will make the report. If the accident took place outside lesson time, the report should be made by the member of staff first on the scene.
- 8.3. Some accidents and incidents will need to be reported under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR). The Bursar, or in her absence, the Premises Manager or Assistant Bursar (Compliance) is responsible for reporting accidents under these regulations (see the First Aid Policy for more details).
- 8.4. If a member of staff is taken to hospital or is likely to need time off work as a result of the injury or, in the case of a pupil, if the pupil has been taken to hospital from school the Head, Senior Deputy Head (Pastoral), Deputy Head (Academic) or Bursar should be informed immediately. The Bursar may require a supplementary accident report to be completed so that the accident can be investigated further.
- 8.5. A record of all accidents reported is maintained by the Bursar and is reviewed on an anonymous basis by the School Health and Safety Committee (termly) and by the Governors' Health, Safety and Risk Management Committee (annually).

## **9. Visitors to the School/Hire of the Premises**

- 9.1. Staff inviting visitors, including children, onto the School premises are responsible for their supervision and safety whilst on site. Staff must adhere to the School's Visitor Procedures and Security Policy (see separate documents).
- 9.2. The Bursar will make any hirers of School facilities aware of key health and safety and security procedures relating to the area being hired.

## **10. Contractors**

- 10.1. The Premises Manager is responsible for the appointment and management of contractors carrying out construction or maintenance work on the school site. The School will follow the procedures set out in the Contractor Rules and Permit to Work Policy to ensure, so far as is reasonably practicable, that contractors are competent.

- 10.2. Contractors are required to provide the School with a copy of their own Health and Safety Policy and a valid certificate of public liability insurance. These will be requested on an annual basis for regular contractors.
- 10.3. Contractors who may be working unsupervised during term time, or when pupils could be on site, may be required to undergo checks with the Disclosure and Barring Service as appropriate. Visitor badges must be worn at all times in accordance with the School's Security Policy and Visitor Procedures.
- 10.4. The School will issue all contractors with a copy of its Instructions for Contractors Working on Site. Contractors are required to sign to confirm their agreement to follow these instructions while working at the School.

## **11. Risk Assessments**

- 11.1. Those with a management or supervisory role, including Group Leaders on school visits, must ensure that risk assessments are carried out for any activities or situations where there is a likelihood of harm being caused to individuals, as required in accordance with the School's Risk Assessment Policy.
- 11.2. Risk Assessments should include, where appropriate and with reference to the relevant School policies, the risks associated with: slips, trips and falls; fire; electrical appliances; control of hazardous substances (COSHH) (see also below), working at height and manual handling. When carrying out Risk Assessments, special attention should be given to women of child-bearing age and the risks that they may be exposed to if they are either unaware that they are pregnant, or in the early stages of pregnancy and have not officially notified the School.

## **12. Control of Substances Hazardous to Health**

- 12.1. Hazardous substances include: those classified as very toxic, toxic, harmful, irritant and corrosive; biological agents; substantial quantities of any dust; substances for which the Health and Safety Executive has approved a Workplace Exposure Limit; radioactive substances; and any other comparable substance which because of its chemical or toxicological properties and the way it is used or is present creates a risk to health.
- 12.2. Heads of Department (including support departments) are responsible for the management of hazardous substances within their areas of responsibility. They should ensure that a register of hazardous substances is maintained and filed in the COSHH folder in Google Drive and that risk assessments with suitable control measures are in place. The School's COSHH Policy contains more information.

## **13. Display Screen Equipment (DSE)**

- 13.1. New staff joining the school will be asked to complete the HSE self-assessment checklist to assess their workstation. The completed checklist is sent to the Premises Manager who will review it and may visit the user's workstation to carry out further assessment and make recommendations. Any unusual recommendations or requests may be referred to the Bursar.
- 13.2. If there are significant changes to a workstation, or to an individual's use of DSE, the individual should carry out a further self-assessment as set out above. It is recommended that users carry out a regular review of their workstation self-assessment and send the completed checklist to the Premises Manager.

## **14. Visits and Activities out of School**

- 14.1. Members of staff may be expected, as part of their normal duties, to accompany pupils on visits out of School, and to take responsibility for their supervision on such visits. Risk Assessments must be completed for every visit and passed to the Educational Visits Co-ordinator who consults with the Senior Teacher to sign off the trip in advance. The procedures set out in the Educational Visits Policy must be adhered to.
- 14.2. If a visit involves caving, climbing, trekking, skiing or watersports, the member of staff responsible for organising the visit must ensure that the provider of these activities holds a licence as required by the Adventure Activities Licensing Regulations 2004.
- 14.3. If a visit involves an accident or hospitalisation this should be reported to the Head, Senior Deputy Head (Pastoral), the Bursar and School Nurse on return to School.

## **15. Emergency Procedures**

- 15.1. The School has an Emergency Evacuation Procedure which contains details of responsibilities and procedures for all staff, pupils, visitors and contractors in the event of activation of the fire alarm (see the Emergency Procedures document).
- 15.2. The School has a Stay Put Procedure to be used in the event of an uncontained threat within or close to the school. It involves the clearing of all public areas of pupils, staff and visitors and securing as many people as possible behind locked doors (see the Emergency Procedures document).
- 15.3. The School has a Bomb and Suspect Package procedure which contains details of the procedures staff members should follow if they receive a threat that a bomb has been placed on the premises or if they discover a suspect package. If it is necessary to evacuate a building, or the entire school site, then staff, pupils, visitors and contractors should follow the School's Emergency Evacuation Procedure unless directed otherwise (see the Emergency Procedures document).
- 15.4. The School has a First Aid Policy which contains details of emergency first aid procedures including when to call an ambulance.
- 15.5. The School has emergency procedures for school visits, carried by Visit Leaders on all trips (see the Emergency Procedures document).
- 15.6. The School has a Critical Incident Management Policy and a plan, held by the Senior Leadership Team, for dealing with any unforeseen event that disrupts or threatens the School's strategic objectives, reputation, viability and/or safety of its staff and pupils and which cannot be resolved through local incident management procedures.

## **16. Fire Precautions**

- 16.1. The School's Fire Safety Policy should be read in conjunction with this section.
- 16.2. Arrangements for fire drills, fire tests and, fire evacuation procedures are posted throughout the site. All site users must comply with the arrangements to minimise the risk of danger and injury to individuals. They should:
  - report any fire hazard to the Premises Manager immediately;
  - familiarise themselves with the emergency evacuation procedure, fire alarm buttons, emergency exits and assembly point in case of fire;
  - be aware of the different types of fire extinguishers, including their location and purpose (using the wrong type can be dangerous), and report any damaged or

discharged fire extinguishers to the Premises Manager immediately;

- keep all gangways, corridors and exits clear and emergency doors unlocked while the building is in use;
- keep work areas free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks;
- keep all combustible materials a safe distance from heating appliances and do not place anything on heaters;
- not smoke anywhere on the School site, including outside;
- not prop open fire doors or remove/reposition fire appliances without the authority of the Premises Manager;

## **17. Fire Alarms and Drills**

- 17.1. It is the duty of all staff, pupils and visitors to raise the alarm immediately they notice a fire or smoke.
- 17.2. The alarm is operated by breaking the protective glass and the person activating the alarm should make themselves known to the Premises Manager or the Bursar immediately.
- 17.3. Reception staff will take registers to the designated assembly point. Security will bring the visitors book, music staff and staff signing out books to the designated assembly point.
- 17.4. All staff must comply with the Emergency Evacuation Procedure detailing individual responsibilities and all staff and pupils must participate fully in practice evacuation drills that will be held at least three times per year (one of these may take place during school holidays).
- 17.5. Nobody should re-enter the building in the event of an evacuation without the permission of the Head, Senior Deputy Head (Pastoral) or the Bursar. When there is a member of the Police or Fire Brigade present, no-one should re-enter the School without seeking permission from the Police or Fire Officer in charge.

## **18. Occupational Health**

- 18.1. It is the School's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:
  - Providing two School Counsellors who are available to all staff.
  - Providing two School Nurses who are available to all staff.
  - Establishing and maintaining appropriate standards for health and hygiene.
  - Identifying possible health hazards within the working environment.
  - Providing an efficient first aid service.
- 18.2. This paragraph should be read in conjunction with the School's Occupational Stress Policy. The School recognises that workplace stress is an issue that can have an adverse impact on those affected and acknowledges the importance of identifying and reducing workplace stress factors. The School will seek to maintain a well-managed work environment, in which all reasonably practicable steps will be taken to keep work related stress to a minimum. All staff should be alert to possible symptoms of stress either in themselves or in colleagues and

should take appropriate action to address the issue as set out in the Occupational Stress Policy. Where stress factors are identified, the School aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress.

## **19. Disabled Staff, Pupils and Visitors**

- 19.1. The needs of disabled staff, pupils and visitors require special attention, particularly in ensuring that they are able to leave the School buildings easily and quickly during an emergency. Members of staff returning to school after an accident should discuss with the Senior Teacher responsible for staff welfare (teaching staff) or the Personnel Manager (non-teaching staff) whether any adjustments are required.
- 19.2. Members of staff must also take care to ensure the health and safety of disabled persons, including those who are temporarily disabled, for whom they are responsible. There is a 'Procedure for Pupils who require the use of Crutches or Wheelchairs in School' contained in the Staff Handbook and this must be followed for all pupils who present at school on crutches or unable to walk unaided. There is also a specific procedure for evacuation from the Bishop Centre by visitors who may be unable to leave the building unaided (see the Emergency Evacuation Procedure for more details).
- 19.3. If necessary, members of staff may need to make additional local or specialised arrangements for a pupil in their form or visitor for whom they are responsible. A copy of any such arrangement should be made available to the Senior Deputy Head (Pastoral) if a pupil is involved, Bursar and Premises Manager for agreement as soon as any local arrangements have been put in place.

## **20. Information and Training**

- 20.1. On joining the School, all staff will be provided with a copy of this policy and informed of any specific health and safety information relevant to their role.
- 20.2. Training will be provided to existing staff on specific health and safety issues, such as COSHH or risk assessment procedures, as required. Staff are requested to contact the Chairs of the Health and Safety Committee if they would like to receive specific additional training.

## **21. Members of the Health and Safety Committee**

Mr John Carroll	Senior Teacher (Co-Chair)
Mrs Clare Moore	Assistant Bursar (Compliance) (Co-Chair)
Ms Sarah Adams	Head of Drama
Mr Jeremy Angus	Catering Manager
Miss Genevieve Andrade	Head of Science
Miss Lucy Cooper	Head of Art
Miss Ellen Elfick	Head of Physical Education
Mr Simon Eustice	Network Manager
Mr Gary Martin	Premises Manager
Mrs Tessa Vardigans/Miss Emilia Jewitt	School Nurse
Mrs Monica Martins	Head of Technology

## Appendix 1

### Location of First Aid Kits

Art Room A2 (plasters and wipes only)	Art Room A3 (plasters and wipes only)
Astroturf and Netball Courts (Grey bin bottom of netball court and middle shed beyond dug out) (plasters and wipes only)	Biology (Biology Prep Room, Ground Floor) (plasters and wipes only)
Biology Corridor (Ground Floor)	Bishop Centre (Front of Hall by Door)
Chemistry (Chemistry Corridor, 2 <sup>nd</sup> Floor)	Design Technology (DT Room)
Finance Office (cupboard - plasters and wipes only)	Groundsman's Shed (plasters and wipes only)
Kitchen ( box provided by Chartwells)	Lobby (near security)
Margaret Gray Building (Opposite MG7, ground floor)	Medical Centre (Emergency Grab Bag by entry door)
Mini Bus	PE (5x Backpacks for off-site in PE Office)
Physics (Physics Corridor, 1 <sup>st</sup> Floor)	Pottery (A5)
Reception (behind desk)	Rudland Music School (1st Floor central seated area)
Rudland Music School (End of Corridor)	School Office (hanging to left of door)
School Keeper's Shed	Sports Hall (main corridor)
Staff Dining Room (box on wall)	6 <sup>th</sup> Form Corridor
Washing up area of Dining Room (box on wall)	

### Location of Eye Wash Stations

Biology (B3)	Chemistry (C1, C2, C3)
Physics (P3)	Biology - Sealed Eye wash containers (E1)
Security – Sealed Eye Wash Containers	

**Location of Emergency Adrenaline Auto-Injectors: Medical Centre, Girls' Servery, Reception**

**Location of Emergency Asthma Kits:** Medical Centre. School Office, Sports Hall Corridor

**Location of Automatic Defibrillator (AED):** Reception (by entry door) and Sports Hall Corridor

**Location of Evacuation Chairs:** Brooke Building (First Floor, South Staircase) and a wheelchair is kept in the Medical Centre